

Applying for Warm Air & Ventilation Permits on the Internet

- Go to the DSI website at <http://www.stpaul.gov/dsi>
- Click the **Online Permits** button at the bottom left of the DSI Main Page – the **Minimum Requirements** page will open.
- If you met the minimum requirements, then click on the **Permits Online** logo (picture of a city skyline) and the **City of Saint Paul Permits Online** page will open (see image below).
- Click on **Apply for a Permit**.



- The **Login** page will appear next (see next page).
- There are several options available on this page but if you have already registered, then type in your **email address** and **password** in the appropriate input boxes and click the **Login** button
- If you have not registered yet, click on the **Register Now** button and follow the directions to do so. **You must be registered with our Online Permit system in order to apply for a permit.**
- If you have forgotten your password, input your email address in the appropriate box and then click the **Recover My Account** button.

The City of Saint Paul
Minnesota's Capital City

Permits Online

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LOGIN

Your first visit to Saint Paul's Permits Online?	Already registered at Permits Online?	Forgot your login or password ?
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[Register Now](#)

Email Address:

Password: [Login](#)

[Recover My Account](#)

Welcome. Click here to register at Permits Online. Registration is free.

Welcome back. Enter your email address and password you created for yourself.

Click here for help recovering your Permits Online account. Make sure you have your email address in the input box before pressing the "Recover My Account" button above.

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- The **Permit Type** page will be the next page to open once you have logged in. Select the permit type you wish to apply for by clicking on it here.

Permit Type

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Select a permit type

Building Permit
Electrical Permit
Mechanical Permit
Plumbing/Gasfitting/Inside Water Piping
Stucco/Plaster
Warm Air, Ventilation and General Sheet

Please select a permit type from the list of options in the center.

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- To do a **Warm Air & Ventilation Permit**, you will need to choose **Warm Air, Ventilation and General Sheet Permit** from the available options. Once chosen, the **Permits Online** page will open.

Permits Online

Permit Type: Warm Air, Ventilation and General Sheet

Please Select One Sub Type:

- General Sheet Metal Ventilation Only
- Warm Air and Ventilation
- Warm Air Only

Please Select One Type of Work:

- Commercial New
- Commercial Repair/Alter
- Commercial Replace
- Residential New
- Residential Repair/Alter
- Residential Replace

Proceed

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- As you can see above, **Warm Air, Ventilation and General Sheet Permit** appears in red as the **Permit Type**.
- Next, select the **Sub Type** and **Type of Work**. (New is for a new structure, Repair/Alter is used for repair of an existing device, and Replace is used for replacing an existing device or adding a new device.)
- Click the **Proceed** button once you have highlighted your choices.

Selected Permit Details

Permit Type: Warm Air, Ventilation and General Sheet

Sub Type: Warm Air and Ventilation

Work Type: Residential Replace

Please choose Job Site address

House Number:

Street Name:

When entering the Street Name in the above input box, please do not include street type (St., Ave., Blvd) or street direction (N, S, E, W).

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- The next page is for you to enter in the address of the job site.(see above image)
Type the house number and street name in the appropriate input boxes. **Please note that you only have to put in the street name. You do not need to include street directions or street types like Ave, Blvd, N, or S.**
- If you need help spelling the street name, click **Pick a Street** button. This will display a second screen that will allow you to pick the first letter of the street name and then pick the actual street name from a list.
- The **Selected Permit Details Verification** page will appear next.(see below)

- On this page, you are able to review all of your choices for **Permit Type, Sub Type, and Work Type**.
- You will also want to double check to make sure you choose the correct **Job Site Address** as well.
- Once done, click the **Proceed** button.
- The following page is the **Permits Online Detail/Application** page.

- This is a list of what is expected to be entered on this page.
 - *Description of Work*: Enter a short description on what you will be doing.
 - *Location*: Enter the location on the property where the work will be done.
 - *Owner's First/Last Name*: Enter the owner's name, first then last.
 - *Owner's Address*: Enter the owner's street address, even if it is the same as the job location.
 - *Owner's City/State/Zip*: Enter the owner's address, even if it is the same as the job location
 - *Owner's Phone # w/ Area Code*: Enter the owner's complete telephone number.
 - *Penalty Fee*: If the Inspector has notified you that a penalty fee is required, change this to Yes.
 - *# of Dwelling Units*: Change this number if there are more than 1 dwelling units at this address.
 - *Estimated Value of Work*: Enter the estimated value of the work. **Do not use dollar signs, commas or periods.**
 - *Estimated Start Date*: Click on the calendar icon, or enter as MM/DD/YYYY.
 - *Estimated Completion Date*: Click on the calendar icon, or enter as MM/DD/YYYY.
 - *# of Dwelling Units Worked On*: Enter the number of dwelling units at this address where ventilation work is being done.
 - *Total Heat/Loss Gain*: Enter the amount of the heat loss/gain. **Do not use commas or periods.**
 - *Forced Air*: Indicate if the unit will be forced air.
 - *Gas*: Indicate if the unit will be gas.
 - *Electric*: Indicate if the unit will be electric.
 - *Oil*: Indicate if the unit will be oil.
 - *Cooling*: Indicate if the work being done involves cooling work.
 - *Ventilation*: Indicate if the work being done involves ventilation work.
 - *Ductwork*: Indicate if the work being done involves ductwork.
 - *Chimney Liner*: Indicate if a chimney liner is being installed.
 - *Bathroom*: Indicate if the work being done is in a bathroom.
 - *Kitchen*: Indicate if the work being done is in a kitchen.
 - *Laundry*: Indicate if the work being done is in a laundry room.
 - *Fixture Description*: (Fill in based on the sub type you chose.)
 - *Fixture Type*: Enter the manufacturer name.
 - *Fixture Size*: Enter the BTUs or other size determiner of the unit(s). **Do not use commas or periods.**
 - *Fixture Unit*: Change this if the size is determined by something other than BTUs.
 - *Fixture Quantity*: Enter the quantity of unit(s).
 - *Fixture Remarks*: Enter the model information of the unit(s).

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Selected Permit Details

Permit type	Warm Air, Ventilation and General Sheet (Warm Air and Ventilation; Residential Replace)
Rapid Service Number	196652
Job Site	1116 RANDOLPH AVE
Application Date	2006/06/29 12:46:36 E.S.T.
Description of work	<input type="text"/>
Location	<input type="text"/>

Application Form

Form Details

Owner's First/Last Name:

Owner's Address:

Owner's City/State/Zip:

Owner's Phone # w/Area Code:

Penalty Fee:
☐ Yes ☒ No

of Dwelling Units:

Estimated Value of Work:

Estimated Start Date:

Estimated Completion Date:

of Dwelling Units Worked On:

Total Heat Loss/Gain:

Forced Air:
☐ Yes ☒ No

Gas:
☐ Yes ☒ No

Electric:
☐ Yes ☒ No

Oil:
☐ Yes ☒ No

Cooling:
☐ Yes ☒ No

Ventilation:
☐ Yes ☒ No

Ductwork:
☒ Yes ☐ No

Chimney Liner:
☒ Yes ☐ No

Bathroom:
☐ Yes ☒ No

Kitchen:
☐ Yes ☒ No

Laundry:
☐ Yes ☒ No

Fixtures

Description	Type	Size	Unit	Quantity	Remark
Furnace	<input type="text"/>	<input type="text"/>	BTU	<input type="text"/>	<input type="text"/>
Furnace	<input type="text"/>	<input type="text"/>	BTU	<input type="text"/>	<input type="text"/>
Furnace	<input type="text"/>	<input type="text"/>	BTU	<input type="text"/>	<input type="text"/>
Furnace	<input type="text"/>	<input type="text"/>	BTU	<input type="text"/>	<input type="text"/>
Furnace	<input type="text"/>	<input type="text"/>	BTU	<input type="text"/>	<input type="text"/>
Fans	<input type="text"/>	<input type="text"/>	CFM	<input type="text"/>	<input type="text"/>
Fans	<input type="text"/>	<input type="text"/>	CFM	<input type="text"/>	<input type="text"/>
Fans	<input type="text"/>	<input type="text"/>	CFM	<input type="text"/>	<input type="text"/>
Fans	<input type="text"/>	<input type="text"/>	CFM	<input type="text"/>	<input type="text"/>
Fans	<input type="text"/>	<input type="text"/>	CFM	<input type="text"/>	<input type="text"/>

Submit

Submit the Application

Proceed..

Once you have filled out the required information, please click the 'Proceed..' button.

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- Click **Proceed** at the bottom of the screen when you have entered all the necessary information.

- The next page is the **Balance Due** page. (see image below). This page allows you to go back and make any changes to the information you placed on the previous page. To do so, simply click the button that has the address labeled on it.
- If all the information is correct, press the **Finish** button.

Permits Online

Permit List

ADDRESS	BALANCE
1116 RANDOLPH AVE	\$58.50
Total Due:	\$58.50

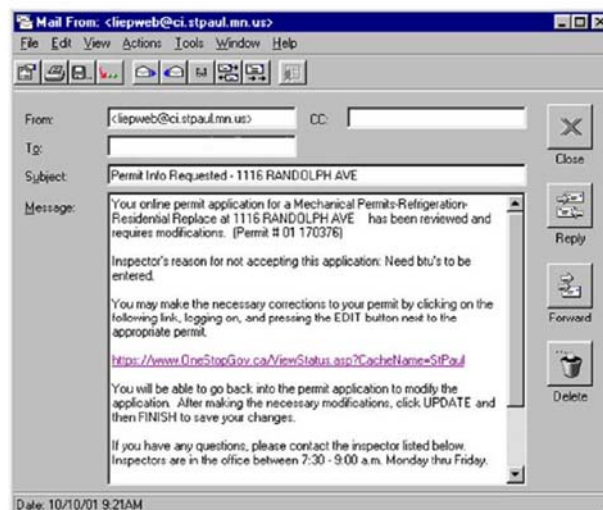
The online portion of your application is complete. If you want to review or edit the information regarding this permit, click the relevant address button above.

Upon review of your application, any applicable additional fees will be applied. Total permit fees will be available upon issuance of the permit.

[Finish](#)

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- When you are finished applying for a permit, the **Acknowledgment** page will appear thanking you for your application and giving you options from there.
- Most Warm Air, Ventilation and General Sheet Permits must be reviewed and approved by appropriate City Staff before they can be issued. Payment is not due until the permit is approved. If further information is required, you will receive an email similar to the following:



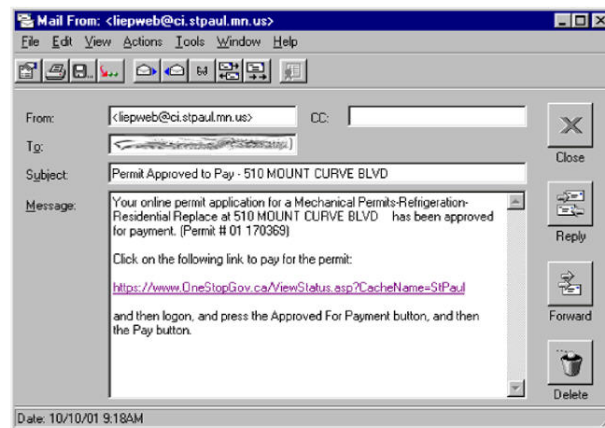
- The information needed to process your permit application is in the second paragraph, “Inspector’s reason for not accepting this application”. In this example, the inspector is requesting that the BTUs be entered.(See above image)
- When you click on the link in the email, the **Login** page will open. Enter your email address and password and press the **Login** button. The **Permit Status** page will then appear.

Status	Number of Permits
Inspected	27
Rejected	15
Canceled	6
Approved To Pay	4
Finaled	119
Withdrawn	3
Internet Pending	22
Under Review	2
Active/Issued	178
Pending	19
Red Tagged	1
Approved	2
Customer Review	6
All Permits	404

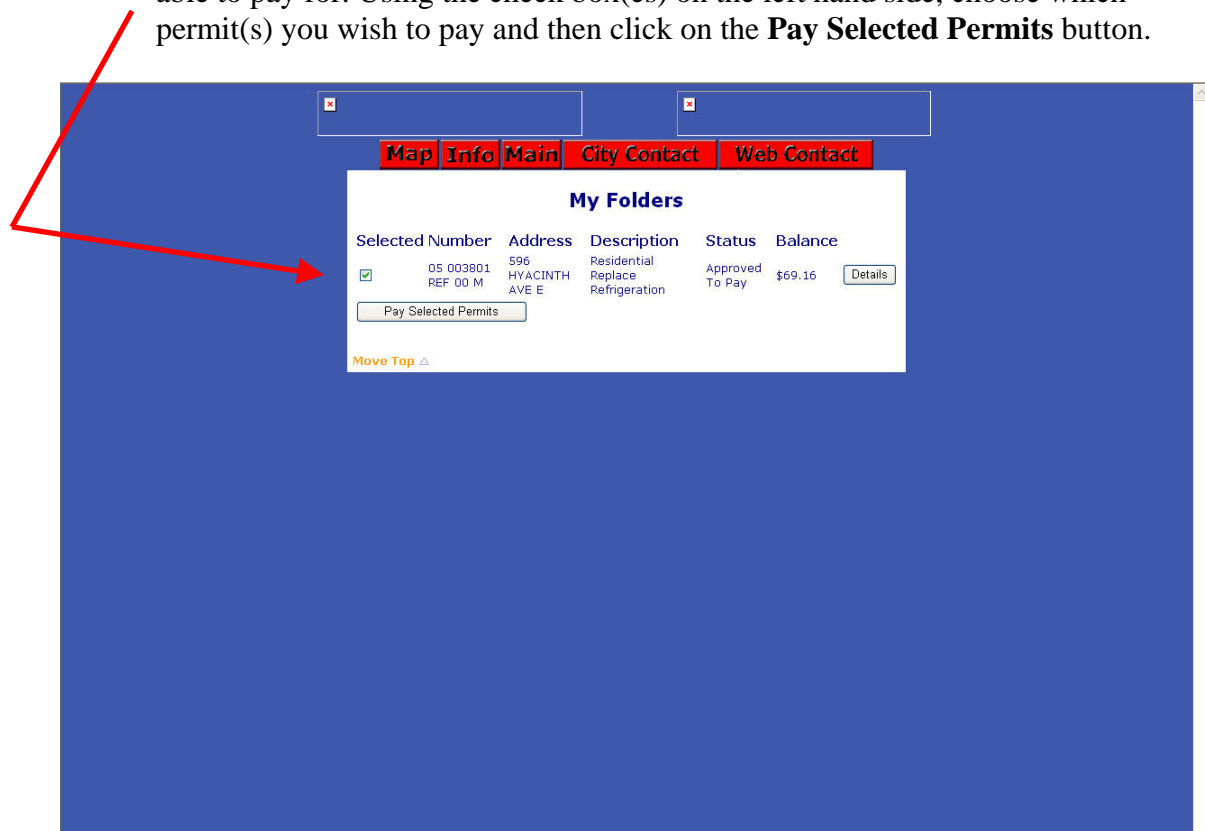
- This page displays the current status of all the permits that you have applied for. When you are required to make corrections to an application, you must click on the **Customer Review** button.
- The next page to appear is the **My Folders** page. This page displays all permits that you need to review and fix before the application process can continue. To make changes to a permit application, you must push the **Edit** button to the right of the permit

Number	Address	Description	Status	Balance	Details	Edit
02 101448 WAV 00 W	791 BLAIR AVE	Residential New Warm Air and Ventilation	Customer Review	\$95.79	Details	Edit
01 170521 WAV 00 W	161 ST ANTHONY AVE	Commercial Replace Warm Air and Ventilation	Customer Review	\$42.50	Details	Edit
01 170517 OIL 00 M	1185 PARK ST	Residential Replace Oil	Customer Review	\$42.50	Details	Edit
01 170499 TKI 00 M	531 7TH ST W	Residential Replace Tank Installation	Customer Review	\$59.80	Details	Edit
01 170444 VEN 00 W	1775 CHILDS ROAD	Commercial Replace Ventilation Only	Customer Review	\$174.17	Details	Edit
01 169902 TKI 00 M	333 SMITH AVE N	Residential Replace Tank Installation	Customer Review	\$480.59	Details	Edit

- From here, the **Permits Online Detail/Application** page will appear and you can fill in the necessary information.
- Once the permit is approved, you will receive an email similar to the following:



- When you click on the link, the **Login** page will appear. Once you have entered your email address and password in the appropriate boxes, the **Permit Status** page will open. From here, you would want to click on the **Approved to Pay** button.
- The **My Folders** page should appear again displaying all of the permits you are able to pay for. Using the check box(es) on the left hand side, choose which permit(s) you wish to pay and then click on the **Pay Selected Permits** button.



- The **Billing Information** page will be the next to open. It is here that you can enter in information about you and your credit card. (You can only pay online with a credit card.) When entering the credit card number, please use digits only. Do not use spaces and/or dashes. When finished, click on the **Pay** button.

The City of Saint Paul
Minnesota's Capital City

Permits Online

Billing Information

Note: Please fill out the following billing information. Once submitted, the verification process will take a few moments. Once the payment is approved, a receipt will be posted on the screen. We strongly advise you to print that receipt for future reference. When entering the Credit Card #, please enter DIGITS ONLY. You do not need dashes and/or spaces.

Total Due: \$69.16

Card Type:

Card Number:

Card Expiration (MM/YY):

Name:

Address:

City:

State:

Zip:

Country:

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- The **Receipt** page will then appear. You should print this page out for your records as it is your payment receipt. If the transaction continues properly, you will receive you permit via email soon after. If you have any issues with the email and/or permit, please contact DSI at dsiweb@ci.stpaul.mn.us.

